



SUPERIOR COURT IN MARICOPA COUNTY

State of Arizona

Committed to the Timely, Fair and Impartial Administration of Justice

ALT-F FREQUENTLY ASKED QUESTIONS

1. What if I work on commission or self-employed or contract or temporary employee?

As long as you can provide documentation of your loss of income you would still be reimbursed for your loss (*up to the maximum allowable amount depending on your loss of income*). ***This applies to employees that are paid hourly and salary as well.***

- a. **Commission:** 2 check stubs prior to your first day of jury service **plus** checks received during the duration of the trial (*if you do not receive no income during the trial a statement from your employer will suffice*).
- b. **Self-employed:** Prior year 1040 Income Tax Return (*Submit any additional checks or documentation received thru out the trial for loss of income*).
- c. **Temporary:** 2 check stubs prior to your first day of jury service (**refer to A**).
- d. **Contract:** Prior year 1040 Income Tax Return (**refer to B**).

2. If I take PTO or Vacation can I still apply for ALTF Funds? No, it's not considered loss of income if you receive PTO or Vacation while on Jury Duty.

3. What if my employer pays for only part of the days I'm serving? (Like the first 5 or 10 days?)
You would be reimbursed for the days they did not pay.

4. What if my employer pays my regular wages, but I'll lose overtime pay?
If you can provide documentation that you work overtime on a regular basis, you can be reimbursed for that amount. Please submit last 6 check stubs prior to your first day of jury service.

5. How long do I have to turn in my claim?
30 days from the conclusion of the trial to submit your claim form. However once you are in the court room 6 business day you are eligible to submit your claim.

6. Employer does not have written policy?
If your employer does not have a written policy please have your employer submit a statement regarding your jury duty service must indicate how many days you are compensated or not.

7. Does my Claim need to be notarized?
a. Self-employed, Commission: *Must be notarized.*
b. Retired or Unemployed, Hourly & Salary: *Does not require notary.*

For more information contact the Office of the Jury Commission ask for Mary Mee or Email your questions to ALTJury@superiorcourt.maricopa.gov 175 W. Madison Street, Suite 1308 Phoenix, AZ 85003 * 602-506-5879

Jury line * 602-506-6078 fax

Form updated 11/5/2012